



# Qualitrail

## The Database in Ten Steps

Rabbits Area

Gütegemeinschaft Ernährung GmbH

GTCC Qualitrail Database



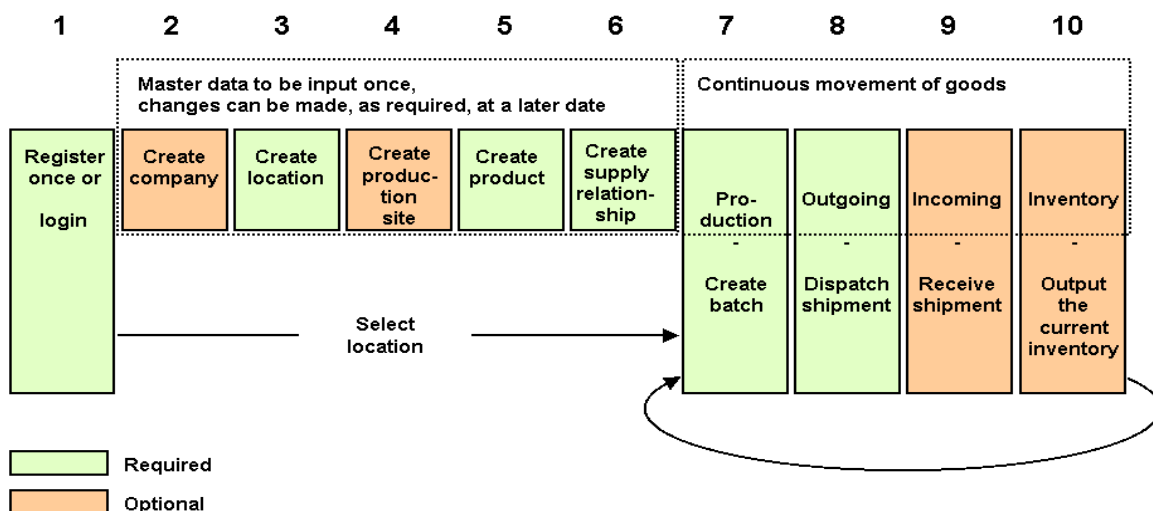
**Introduction**

To use the GTCC Qualitrail® database system, some basic data are required:

- Register: This is where your user data and company are entered.
- Location: Every company has at least one location and the master data for this location have to be entered.
- Products: Production farms have to specify products that can later be despatched as shipments.
- Supply relationships: To be able to send and receive shipments, relationships between the individual locations have to be defined.

If a goods notification is to be made, production farms have to first create a batch that is then declared and despatched in a shipment. Trade levels can forward goods received directly.

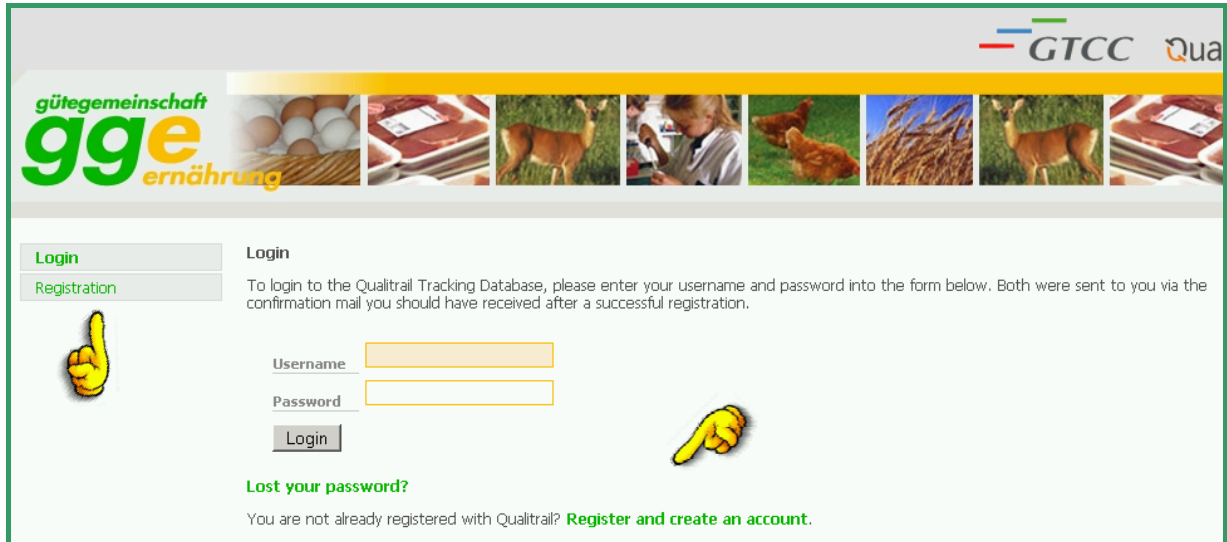
**The database in ten steps**



**Figure 1: The database in ten steps**

## 1. Register once and login (required step)

Welcome to the homepage of the Gütegemeinschaft Ernährung GmbH database with partners GTCC and Qualitrail [www.qualitrail.de](http://www.qualitrail.de).



The screenshot shows the homepage of the Gütegemeinschaft Ernährung GmbH database. At the top right, there are logos for GTCC and Qualitrail. Below the logos is a banner with the text "gütegemeinschaft gge ernährung" and a row of images showing various food products and animals. The main content area features a "Login" button and a "Registration" button. The "Registration" button is highlighted with a yellow hand cursor. To the right of the buttons is a "Login" section with a form containing "Username" and "Password" fields, a "Login" button, and a "Lost your password?" link. A yellow hand cursor is also pointing to the "Lost your password?" link. Below the form, there is a message: "You are not already registered with Qualitrail? Register and create an account."

Figure 2: Homepage

### Registration

To use the database system, you first have to register once as a user. To go to the registration form, click on the **Registration** button or on the coloured text **Register and create an account**. Enter your user and company data, select your area, accept the terms and conditions and click on the **Register** button. You will then be sent an e-mail with your user name and password as access data.

Please be very careful not to disclose the access data to third parties as this is internal data about your company!

## Login

If you have already registered, login on the homepage using the username and password that was sent to you by e-mail.

Figure 3: Login

You are now in the **My data** tab area.

Figure 4: **My data** main menu

Here, you can change your registered contact data, the time zone and your password and also download the manuals for the various areas.

In the top right-hand corner, you will see for which company/location you are currently working. You can change this whenever you want by clicking on the coloured text **Change**. This text is only visible if more than one company or locations have been created and if you are currently in the **Master data** or **Goods** registration areas.

Before the first goods declarations can be made, the master data of the company(-ies) have to be entered. This includes locations, products and supply relationships, as well as any necessary information about other companies and production sites.

## 2. Master data: create company

By registering, you have already created your company. However, you can also add further companies. To do so, go to the **Master data** tab, select the **Company** menu. You will then see the general data for the company for which you are currently working.

Company overview: Kaninchen AG

**Create company**

General information | Contact data | Scopes

Company \*

GLN  ?

USt-ID.Nr./BTW/VAT

Save changes

Figure 5: General company data

To create a new company, please click on the coloured text **Create company**. You will then see a form similar to the registration form; enter all company data in this form, accept the general terms and conditions and click on the **Create company** button.

For each company, the respective contract for one or several of the GGE quality control associations has to be requested under **Scopes**. Download the contract, sign it and send it to the office. As soon as the contract has been received, the assigned area is activated. However, a shipment can take place before this.

Company overview: Kaninchen AG

**Create company**

General information | Contact data | Scopes

**Assigned scopes**

Scope	Contract state	Contract data	Contract
GGE-Rabbit	requested	inactive	Download

Figure 6: Download contracts

### 3. Master data: locations (required step, to be performed once)

Every company consists of at least one location. In the **Master data** tab, **Locations** menu, create your new location(s).

#### Figure 7: Creating a location

To do so, enter the name of the location and select the relevant level from the list that is displayed when you click on the downward arrow. Enter the veterinary approval number and/or the international location number ILN for the respective level and confirm with the **Create location(s)** button.

To determine which of these identification numbers has to be entered in the respective levels, please refer to the checklist for your area. You do not have to check the “Internal only” box here. This is only relevant when managing locations within a company.

For each location, you can change the basic data again, enter the relevant contact data, view the certificates and, if necessary, delete the location. The latter is, however, only possible if no products have yet been created for this location.

Location overview: Kaninchen AG

Create location(s) | Switch location

General information | Contact data | Certificates | Remove

Location *	Mastbetrieb	ILN	8104488797864
Processing level	Fattening	Veterinary approval number	DEAB12360
Timezone	Fetch timezone from address	QT number	2Q00000014885
Internal only	<input type="checkbox"/>		

Save

Figure 8: A location that has been created

#### 4. Master data: production sites

Production sites have to be created for production farms. This mainly applies to henhouses in the egg area. In the **Master data** tab, **Production sites** menu, please select the type of production site, e.g. GGE henhouse, and confirm your selection by clicking on the coloured text **Create production site**. Please note that trade levels do not have to create production sites.

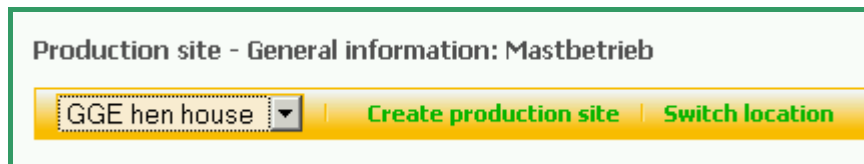


Figure 9: Menu to create a production site

Enter the name of your production site and the relevant print number and click on the **Create production site** button.

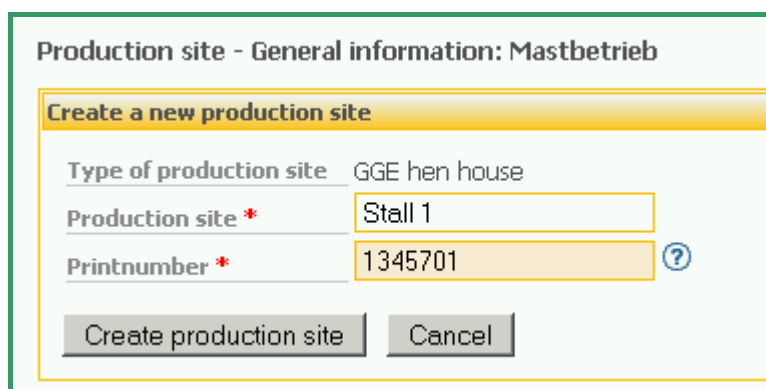


Figure 10: Creating a GGE henhouse.

## 5. Master data: products (required step, to be performed once, apart from trade)

In the **Master data** registration area, **Products** menu, **Create a new product** function, you have to enter the products produced and marketed by you.

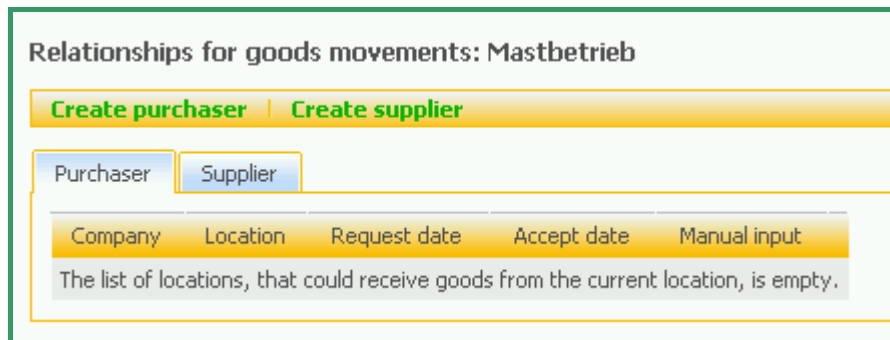
Create a new product for location Mastbetrieb (Switch location)			
Location	Mastbetrieb	Veterinary approval number	DE AB 12362
Product group *	GGE Schlachttier Mastk; <a href="#">Select from product catalog</a>	Internal number	12362
Marketing type *	Raw material		
Product *	Kaninchen		
Quantity unit *	Piece		
Trading unit	<input type="checkbox"/>		
<input type="button" value="Create product"/>		<input type="button" value="Cancel"/>	

Figure 11: Creating a product

From the product catalogue, either select a product by clicking on the coloured text **Select from product catalogue** or accept the specified product. Enter the product name, the product group, the quantity unit and the relevant identification numbers. To determine which numbers have to be entered for the relevant levels, please refer to the checklist for your area. Please note that trade levels do not have to create products.

## 6. Master data: supply relationships (required step, to be performed once)

To be able to send or receive goods, you have to create a relationship with a supplier and/or recipient. To do so, go to the **Master data** tab, **Relationships** menu and select the function **Create purchaser** or **Create supplier**.



Relationships for goods movements: Mastbetrieb

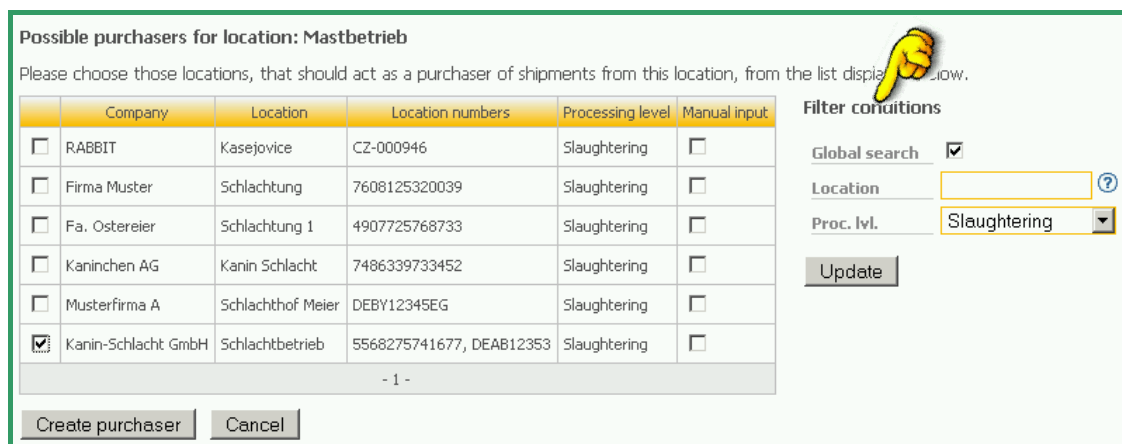
Create purchaser | Create supplier

Purchaser | Supplier

Company	Location	Request date	Accept date	Manual input
The list of locations, that could receive goods from the current location, is empty.				

Figure 12: Create relationships

Select a company from the global list or use the relevant filter criteria. If you have not activated the global search, only those locations will be displayed that are managed yourself. Select your relevant trading partner and click on **Create purchaser**. If your partner is not included in the list, you can create the partner as passive database user.



Possible purchasers for location: Mastbetrieb

Please choose those locations, that should act as a purchaser of shipments from this location, from the list displayed below.

	Company	Location	Location numbers	Processing level	Manual input
<input type="checkbox"/>	RABBIT	Kasejovice	CZ-000946	Slaughtering	<input type="checkbox"/>
<input type="checkbox"/>	Firma Muster	Schlachtung	7608125320039	Slaughtering	<input type="checkbox"/>
<input type="checkbox"/>	Fa. Ostereier	Schlachtung 1	4907725768733	Slaughtering	<input type="checkbox"/>
<input type="checkbox"/>	Kaninchen AG	Kanin Schlacht	7486339733452	Slaughtering	<input type="checkbox"/>
<input type="checkbox"/>	Musterfirma A	Schlachthof Meier	DEBY12345EG	Slaughtering	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Kanin-Schlacht GmbH	Schlachtbetrieb	5568275741677, DEAB12353	Slaughtering	<input type="checkbox"/>

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Create purchaser | Cancel

Filter conditions

Global search

Location

Proc. lvl.

Update

Figure 13: Global selection list for trading relationships

The request is sent to the company. You can track this in the **Relation requests** side menu, **Sent relation requests**. Here, you can also withdraw the request.

The screenshot shows a web interface for 'Requests for goods movement relationships'. On the left, there is a sidebar with 'Goods relations', 'Relation requests', and 'Audit'. Below it, a note says: 'Here you can find up-to-date informations regarding the usage of the application.' The main content area is titled 'Requests for location Schlachtbetrieb' and has two tabs: 'Received relation requests' and 'Sent relation requests'. The 'Sent relation requests' tab is active, displaying a table with the following data:

Supplier		Purchaser		Request date	Manual input	Action
Company	Location	Company	Location			
Kaninchen AG	Mastbetrieb	Kanin-Schlacht GmbH	Schlachtbetrieb	Jan 8, 2008	<input type="checkbox"/>	Accept request Revoke request

Navigation buttons are located at the bottom of the table.

**Figure 14: A request received for a supply relationship**

If a different company wants to establish a trading relationship with your company, you will see the request in the **Relation requests** side menu, **Received relation requests**. To confirm a relationship, click on **Accept request**. This creates the trading relationship. If you do not wish to create a relationship, you can refuse the request. Supply relationships can be deleted at any time and a new request made at a later date.

Supply relationships with locations you manage yourself do not have to be confirmed!

The **Goods** area of the tab documents the movement of goods and provides an overview of the current inventory. The system is based on batch-related declarations. Thus, for production farms, the production of a batch and, for trade establishments, a preliminary-stage shipment is necessary for further shipment.

## 7. Goods: production – create batch – (required step, has to be performed every time)

If, as production farm, you want to create a batch, please go to the **Goods** registration area, **Production** menu and click on the coloured text **Create batch**.

Create a new batch: Mastbetrieb

[Select product](#) | [Add source batch](#)

General batch information | Source batches

Location: Mastbetrieb

Product\*: Kaninchen

Productnumber: DEAB12362

Internal: 12362

Trading unit: No

Batch number\*: CH K 001

internal: K 001

Batch date\*: Jan 8, 2008 12:00 AM

Quantity\*: 100 Piece

Create batch | Cancel

**Figure 15: Creating a batch**

In the batch menu, the location and batch date are already specified and, if your farm only produces one product, also the product data. Otherwise, select it from the list of your products by clicking on the coloured text **Select product**. Enter the batch number, possibly your internal number, the type of goods and the quantity. If you want to add one or several source batches to the batch, click on the coloured text **Add source batch** and, from your inventory, select the relevant batch.

Create a new batch: Mastbetrieb

[Select product](#) | [Add source batch](#)

General batch information | Source batches

Product	International Article Number	Batch number	Batch date	Quantity	
Kaninchen	DEAB12362	CH K 002	Jan 8, 2008 12:00 AM	50	Piece <a href="#">Delete</a>

Create batch | Cancel

**Figure 16: A source batch list**

In the **List of source batches** menu, you can see which source batches you have added to your current batch. If necessary, change the quantity here.

To complete the batch, in the **General batch information** area, click on the **Create batch** button. The batch is created and is now ready for dispatch. You can check this in the **Inventory** menu.

## 8. Goods: outgoing – dispatch shipment (required step, has to be performed every time)

In the **Goods** registration area, **Outgoing** menu, you can dispatch the batches you have created.

To do so, click on the coloured text **New goods declaration**. Goods are declared in three steps.

**Step 1: Create a new shipment**

Common data | Receiver | Content

Shipment number \* L 002 SSCC 249131831312642006 ?

Shipping date \* Jan 8, 2008 11:45 AM GRAI 00614141123452 ?

Next step >>

**Step 2: Create a new shipment**

Common data | Receiver | Content

Company	Location	Accept date	Manual input
Kanin-Schlacht GmbH	Schlachtbetrieb	Jan 8, 2008 11:12 AM	No

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Selected location

Company Kanin-Schlacht GmbH

Location Schlachtbetrieb

Location-ID 5568275741677, DEAB12353

<< Previous

**Step 3: Outbound shipments - Shipment details: L 002**

Common data | Receiver | Content | Add shipping unit | Add batch

Common data of shipment L 002 changed successfully.  
Batch part CH K 002 added successfully to shipping unit 1Q0000000000001168 of the shipment.

1Q0000000000001168

Detail view: Batch CH K 002

Batch date Jan 8, 2008 12:00 AM

Product Kaninchen

Productnumber DEAB12362

Quantity \* 50 Piece

Marketing type \* Raw material

Expiration date

Save changes Delete

Send shipment immediately

Close

**Figure 17: Three steps to declaring goods**

1. Under the General shipment data, enter the despatch date, the shipment number and, if necessary, a tracking number. Then click on **Next step**.

2. Select the relevant recipient for the delivery from your recipient list. Click on the name of the company and then on **Next step**. If a recipient is missing, you can create the recipient in the **Master data** registration area, **Company relationships** menu. Please note that the recipient has to confirm the supply relationship.

3. Enter the batches included in this shipment. To do so, click on the coloured text **Add new batch**. The batches that have already been created are displayed. Select the relevant batches, if necessary, change the quantity and add these to the shipment by clicking on the **Add new batch** button. You can add one or several batches to a shipment. To end the shipment declaration, please click on the **Save** button. If you want to dispatch this shipment immediately, first check the **Send shipment immediately** box. The declaration is sent to the customer immediately, where it is automatically registered as incoming goods.

If you wish to dispatch a shipment at a later time, in the list of all shipments, please check the box in front of the shipment number and click on the **Dispatch** button. To change the supply contract, click on the coloured shipment number.

If you have dispatched the goods directly to the customer, in the side menu, please click on the **Direct sale** button. Enter your batch data and confirm the sale.

In the event of the nonconformity of your goods, e.g. notification of broken eggs, please click on the **Nonconformity declaration** button in the side menu and enter the relevant data.

## 9. Goods: Inbound shipments – receive shipment

If you have received shipments, you will see this in the **Goods** registration area, **Inbound shipments** menu.

**Inbound shipments - Overview: Schlachtbetrieb**

Update

	Shipment	Sender	Shipping date	Shipping state	Reception date
<input checked="" type="checkbox"/>	L 002	Mastbetrieb	Jan 8, 2008 10:45 AM	Sent	Jan 8, 2008 1:30 PM
<input type="checkbox"/>	L 001	Mastbetrieb	Jan 8, 2008 10:13 AM	Received	Jan 8, 2008 1:00 PM
<input type="checkbox"/>	L 0001	Mastbetrieb	Dec 17, 2007 1:55 PM	Received	Dec 17, 2007 2:03 PM

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Selection: Accept shipment Extract Revoke

**Filter conditions**

End date: Jan 8, 2008 11:59:59 PM

Timeframe: three months ▼

Update

**Figure 18: Incoming shipment**

Here, you can confirm shipments received and return nonconforming shipments. To do so, check the box in front of the shipment and click on the relevant button. All shipments initially go to the packages warehouse. By clicking on the **Extract** button, they are included in the inventory of the individual packages warehouse. Extracting is not absolutely essential as it is also possible to resort to shipments that have not been extracted.

## 10. Goods: inventory

In the **Goods** registration area, **Inventory** menu, you see a list of the current inventory of your piece item and packages warehouse. In the **Production stock**, the produced goods are recorded, as are the goods that are removed from the packages warehouse when “extracted”. This thus contains the current inventory of total bulk goods. The **packages warehouse** contains the batches of shipments received that are declared as “packaged” within the system.

**Inventory - Overview: Schlachtbetrieb**

**Update**

Production stock    Unit load stock

Product	International Article Number	Batch number	Batch date	Stock quantity
Kaninchen	DEAB12362	CH K 002	Jan 7, 2008 11:00 PM	50 Piece
Kaninchen	DEAB12362	CH K 001	Jan 7, 2008 11:00 PM	100 Piece

- 1 -

**Figure 19: Overview of inventory**

When you have finished working with the database, please logout by clicking on the coloured text **Logout** on the upper right-hand side next to where your location is displayed.